

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	112
		Original Date	05/16/1983
		Revised Date	04/28/2016
	Department: Administration Missing Persons		

POLICY:

If a resident is missing, the following procedure will be implemented.

PROCEDURE:

1. Nursing staff are required to account for resident's whereabouts.
 - A. At shift exchange, staff going off shift will ensure that the resident's whereabouts is known.
 - B. Notify the supervisor if additional staff are needed to search for a missing resident.
 - C. The interior of the building will be thoroughly searched. See attached instruction sheet. (Attachment #1)
 - D. The grounds surrounding the facility will be systematically searched. See the attached map for areas to be searched (Attachment #2) and the attached instruction sheet.
 - E. Staff will be sent to search places that the resident is known to visit. Compile a detailed profile of the resident e.g. clothing worn, personal effects, and physical description. Obtain a current picture from the resident's medical record.
 - F. Notify the Superintendent or designee if all of the above actions have been completed and the resident is not found.
 - G. If the resident is not found the nurse in charge will contact the Police Department and report the missing resident.
 - H. Employees should only be out for 30 minutes and then check with the Nurse in charge or search coordinator either by cell phone or by coming to the Center.

Missing Persons

2. If the Nurse in charge is unable to immediately contact the Superintendent or designee, they will become the Superintendent's designee. The Superintendent or designee may do the following if deemed necessary.
 - A. Contact the local Radio Station and request they broadcast that a resident is missing.
 1. A description of the resident, their name, and clothing worn will be given.
 - B. Contact the Addictive and Mental Disorder Division, 444-9657 (Office) or (Cell).
 - C. Contact Search & Rescue Unit or Sheriff Department.
3. When resident is returned to the facility, escort to resident's room.
 - A. Ask them to remove their coat, clothes, including underwear, shoes and socks. Inform the resident that you will be taking their clothing to the laundry to be cleaned. Search clothes for cigarettes, matches, money, etc. If anything is found, give it to the Charge Nurse.
 - B. CNA or nurse will remain with resident until clothes are changed.
 - C. Treat resident with dignity and respect.
 - D. Take vital signs including temperature.
 - E. Offer resident something to drink and have conversation about reason for leaving.
 - F. Nurse should determine if resident needs to go to E-Wing. If no beds are available implement 15 minutes for 48 hours and apply secure care band.
 - G. Document incident including what the resident was wearing and procedure followed.

Reviewed: _____

Superintendent: _____